

CITY OF HAYWARD

AUDITORIUM COORDINATOR

DEFINITION:

To plan, direct and coordinate the activities of semi-skilled workers engaged in the operations of the City's Centennial Hall, and to promote and develop the use of the Centennial Hall facility.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the Building and Facilities Manager. Responsibilities include direct and indirect supervision of operations, clerical and contract janitorial and security staff.

ESSENTIAL DUTIES:

1. Serves as facility representatives for all events.
2. Plans and assigns events/projects to facility personnel and monitors results.
3. Conducts tours of the centennial hall for potential users and the general public.
4. Receives and responds to complaints from lessee and the public.
5. Prepares detailed outlines, drawings and instructions for events as required.
6. Monitors event requirements as interfaced with other events and activities scheduled in the facility.
7. Assists in revising operational plans, recommends changes in personnel and recommends changes in procedures affecting Centennial Hall.
8. Responsible from the point of contract through final settlement for liaison between lessee, the public and facility management prior to and during events.
9. Coordinate and directs contract and events support personnel including security guards, caterers and decorators as required.
10. Assures that area set-ups are in accordance with lessee agreements, safety, fire, health and regulations.
11. Meets with facility users as to identify equipment, personnel and contractual obligations.

12. Prepares events reports noting attendance, times and significant problems.
13. Interpret and explain city and department policies, rules and regulations in response to inquiries.
14. Prepare and administrate Centennial Hall budget.
15. Coordinate leasing, facility activities, operation, and maintenance of the Centennial Hall with other City departments.
16. Negotiate, recommend and administer contracts with suppliers, caterers, concessionaires, contractors and users.
17. Determine and recommend the need for new equipment and facilities repair projects.
18. Selects, supervises, trains and evaluates subordinates.
19. Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Planning and coordinating service requirements for a variety of theatrical, entertainment, industrial, educational and recreation events.
- B. Building operation and maintenance, practices and safety requirements for a public assembly facility.
- C. Principles and methods of setting up and tearing down of events and of the housekeeping/cleaning techniques of a public facility.
- D. Convention, trade show and entertainment terminology and procedures.
- E. Audio-visual and electrical equipment use.
- F. Laws and regulations pertaining to public assembly facilities security.
- G. Directing, training and supervising the work of assigned personnel.

- H. Public safety regulations
- I. Operations and maintenance procedures of a meeting facility.
- J. Modern office methods, procedures and computer equipment.
- K. General budget and accounting procedures.

Ability to:

- L. Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
- M. Communicate clearly and concisely both orally and in writing.
- N. Coordinate and satisfy the requirements for multiple events occurring simultaneously.
- O. Deals tactfully and work effectively with customers, other employees, and members of the public.
- P. Resolves customer and public problems and complaints in accordance with established policies and procedures.
- Q. Anticipates equipment and other need for individual events.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of responsible experience in coordinating a variety of events in a cultural, convention or entertainment facility.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, public relations, recreation, or a closely related field.

License: Possession of, or ability to obtain a valid California driver license.

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PROBATIONARY PERIOD: One year

712CS99

August 1995

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AAP GROUP: 15

FPPC STATUS: Designated

FLSA STATUS: Exempt